

**SCHOOL BOARD BYLAWS****Hearing Procedures: Informal Hearings****A. Generally**

The Stafford County School Board, by a majority vote of its membership, may hold an informal hearing on its own initiative, at the recommendation of the superintendent or at the request of a complainant. The hearing may take place in an open meeting of the board or, if the subject of discussion qualifies under the law, in an executive session.

Hearings conducted under established policies, laws or regulations of the State Board of Education shall be conducted in accordance with those directives. If no other guidelines exist, the procedure outlined herein shall prevail.

**B. Rules for Informal Hearings**

The rules set forth herein are intended to effect an orderly conduct of the hearing and to provide fair treatment to all parties involved.

The following rules shall govern informal hearings before the board:

1. Persons appearing before the board may be questioned within limits that the chairman deems reasonable. Persons appearing before the board may be accompanied by counsel, but the counsel may not engage in the discussion.
2. Members of the board may direct questions through the chairman to any person appearing before the board, and members may request additional person to appear.
3. The board shall conduct the informal hearing in a fair and impartial manner that affords full and equal opportunity to all parties and witnesses for the presentation of any relevant material or proof.
4. The board may allow the introduction of hearsay evidence when the material is clearly identifies as such.

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5. The board, on a motion made by a member of the board and seconded by another member, may appeal a procedural decision of the chairman upon the affirmative vote of a majority of the members present and voting.
6. The board shall determine the persons to be present during the proceedings.
7. The proceedings during the informal hearing may be recorded. When the proceedings are recorded, a transcript of the hearing shall be retained for a reasonable period and shall be available to any party involved in the hearing at the expense of the requesting party.
8. The board shall issue to all concerned parties a written decision or report, which shall be sent within five (5) working days after the conclusion of the hearing.
9. In instances not covered by these or other rules of the board, Robert's Rules of Order, (Revised) shall prevail.

Adopted by School Board: March 24, 1987